

City of Yonkers Plumbing Application

You must have Chrome as your web browser

In Chrome type the following link into the search box to bring you to City Squared:

<https://citysquared.com/#/app/landing>

In Municipality select: CITY OF YONKERS

Top right of screen select: Login/Register

Bottom of pop up window click: Register if this is your first time in

Future times in: User Name = your email that you register with

Password=the password you create when registering 1st time

PLEASE NOTE: You MUST use the EMAIL we have on file for you and will provide you **ONLY 1 EMAIL ADDRESS PER COMPANY**, or the system will have difficulty processing your applications.

Be sure to have all property information available (address, block & lot, owners info, etc.) and your credit card or check routing number before starting.

Please fill in an accurate description at the Detailed Description Line (i.e. scope of work, total number of fixtures, etc.).

Locate and verify property – in doubt, contact Assessment cityassessor@yonkersny.gov or 914-377-6200.

Make sure you (the plumber) are entered as applicant.

Choose job type and fixtures, etc. *if you don't find the exact job type or fixture choose the closest type or fee. If job is very detailed, or you are uncertain, fill out a paper plumbing application completely and upload it.*

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Instructions for Applying for a Plumbing Permit Using City Squared

(**PRINT OUT DIRECTIONS AND USE WHILE FILING**)

Entering an Application for Permit:

Open up **Chrome** and enter the following URL:

<https://www.citysquared.com/#/app/landing>

- Select the Municipality -- > “City of Yonkers”
- If you are **Registered**:
 - Click the Login link in the upper right-hand corner of the screen
 - Enter in your user id and password
 - Username: cathy.smith@_____
 - Password: xwernweon
- If you are not **Registered**:
 - Click on the Register link in the right-hand corner
 - Fill out the registration form
 - Once you submit the form and you will be sent an email. You need to open the email and follow the instructions to complete the registration.
 - Go back to City Squared and Click on “**Apply for Permit**”
- The permit process uses a wizard that walks you through the steps

Important: At any point during the process if you need to either **abandon** or **save the application as a draft** to complete at a later time:

- Click on the **Abandon** button
- Select either **Abandon** or **Draft**
- If you save the application as a draft and want to continue
 - Click on the **Dashboard** option on the left side of the screen
 - Click on the arrow next to **Drafts**
 - Click on the **application** and it will take you back to where you left off
- **Step 1 – Select Plumbing Permit Type**
- Be sure to have all property information available (address, block & lot, owners info, etc.) – **IF YOU DO NOT HAVE THE BLOCK AND LOT – PLEASE CONTACT OUR ASSESSMENT DEPART – cityassessor@yonkersny.gov or 914-377-6200 to obtain the correct block and lot.**
- **Have your credit card or check routing number before starting the application.**
- Make sure you (**the plumber**) are entered as applicant. If you have not submitted your 2020 Westchester County/Plumbing Hold Harmless form – please provide prior to application submission.
- **Enter Department:**
- **Enter Permit Type:**

- Enter Description:
- Enter Cost of Construction:
- Click on **Next button**
- Choose job type and fixtures – PLEASE ENTER THE TOTAL NUMBER OF FIXTURES IN THE DESCRIPTION BOX OF THE APPLICATION. *If you don't find the exact job type or fixture, choose the closest type or fee.* If job is very detailed, or you are uncertain, fill out a paper plumbing application completely and upload.
- New commercial installations require all plans to be submitted in hard copy as well as uploaded into the application. All new plumbing for new buildings require a Site Plan which reflects all utilities and riser diagrams.

Step 2 – Select Property

- Enter in **property address** -- > 103 Site
- Click on **Search button** - Property appears
- Click on **Add button**
- Click on **Checkbox** Link Property to Application
- Click on **Next button**

Step 3 – Select Plumber (license, etc.)

- If the plumber is not shown, use the search function to find and add them
- Click on **Next button**

Step 4 – Upload documents (license, etc.)

- Supporting Documentation (application, 2020 Westchester County License/Plumbing Hold Harmless form – if not on file AND any supporting plans/documents)
- Click on **Next button**

Step 5 – Pay Fee

- Enter in credit card or E-Check information
- Click on **Calculate Convenience Fee button**
- Click on **Next button**

Step 6 – Review Information before proceeding

- Review items by clicking on arrows to the right for each section
- If you need to change anything go back to that step, and make the changes, then click next to proceed
- If everything appears to be correct Click on **Pay button**

Step 7 – Submission Received

- At this step you will receive a message that your payment was successfully made
- Click on **Ok button**
- Application details are shown

Applicant Dashboard

1. Click on **the Dashboard menu option on the left**
2. Shows all items submitted by the applicant
3. Will show all permit applications filed against that parcel
4. Click any of the items to view detail